



# KIDCONNECTIONS Parent Handbook

KidConnections provides your child with the opportunity to develop character, learn new skills, make new friends and discover new interests. Our family friendly programs provides a safe, reliable, and fun environment. Our activities are age appropriate and are seeped with SUMMER time fun!!

**KidConnections Summer Camps**

**For Youth Age 5-9 & 10-13 Years**





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# Our Mission

Bringing people together to play, learn and live well

## WELCOME

The Englewood Parks and Recreation Department welcomes you and your family to our KidConnections Program. We appreciate that you have chosen us for your child's recreation and educational programs. We are sure that you will be pleased with our program and that your child will have a safe and fun experience!

The Parent Handbook contains information for your benefit, as well as tips to make your child's experience a meaningful one. Please read it thoroughly and keep the handbook for easy reference throughout the year.

This program is licensed through the State of Colorado, Department of Human

Services. If you have any questions not covered in these materials, please do not hesitate to call us at the Englewood Recreation Center, 303-762-2680.

We look forward to developing a relationship with you and your family.

Sincerely,

Sara Stant, Summer Camps Administrator

## GOAL

Recreation programs in Englewood should be viewed as a means by which individuals may build a sense of pride in themselves and their community, a feeling of accomplishment, and a sense of self-responsibility and self-reliance. Each program must challenge the individual personal needs of the child and the staff members.

Counselors teach young people not only the rules and strategies of games and cooperation, but important lessons about life as well. Each counselor can help young people develop confidence and self-esteem, help them learn to resolve conflicts peacefully, teach them ways to take care of their health and well-being, and help them develop skills for communicating with others.

## CAMP DESCRIPTION

KidConnections is designed for children ages 5-13. All children should have already been through kindergarten. Children will do a variety of activities including arts and crafts, gym time, outdoor games, swimming, golfing, field trips, music, nature explorations, and free time. Through these activities, the staff will be committed to help build important assets that will heighten the likelihood of each child's success in life.

## LOCATION

Your child can be dropped off and picked up at the age appropriate site. locations listed below:

- ◇ **Colorado's Finest Alternative High School**  
300 W. Chenango, Englewood, CO 80113  
Camp for youth age 5-9 years-Cafeteria  
Camp for youth age 10-13 years- North Gymnasium  
Monday-Friday, 7am-6 pm

## KidConnections Staff members

- ◇ Meet or exceed established educational and experience requirements for the position held. Many hold degrees in education or other related fields.
- ◇ Meet Colorado State Licensing requirements for their position held under the Division of Childcare rules and regulations. Participate in formal trainings prior to summer camp. Undergo background checks through local, state and federal authorities. Are certified in CPR, First Aid and Standard Precautions.
- ◇ Receive administrative support through training, and resources.

## Evaluations

Let us know what you think of our program and how we could better meet you and your child's needs. Periodically, we provide you with evaluation forms to help us determine how we are doing. Please fill out and return these forms, or call the program administrator with your comments at any time.

## NON-DISCRIMINATORY POLICY

We do not discriminate on the basis of sex, race, religion, income, or disability. We seek to be in compliance with the ADA Act.

## SPECIAL NEEDS CHILDREN

City of Englewood Park, Recreation & Library supports the standards set forth in the Americans with Disabilities Act (ADA). The City is committed to making reasonable accommodation for qualifying persons with disabilities who meet the essential eligibility requirements of the City and State Licensing guidelines. Because we do not have the facilities to accommodate all special needs children, each situation will be reviewed individually to best serve the child and the program. Call the Program Administrator, 303-762-2680, for information.

## STATE LICENSING

All of our programs are licensed by the Colorado Department of Human Services. We are bound by their rules and regulations. Our programs are also inspected by the Department of Health and the Fire Department. Personnel complete a staff orientation, become CPR and First Aide Qualified, take a Defensive Driving Course, obtain fingerprints and CBI checks along with the a Social Service Child Registry Check. Licenses are on display at each site.

### Reporting of License Complaints

If you have any concerns, please contact the Program Administrator at the Englewood Recreation Center. If your concern has not been taken care of, you as a parent can write or call Human Services at:

**State of Colorado, Division of Child Care**

Colorado Department of Human Services  
1575 Sherman Street, Denver, CO 80203-1714  
303- 866-5958

## STAFF: CHILD RATIO

Although the State of Colorado allows a 1:15 ratio, we strive to maintain a 1:10 or lower ratio at all times so that we can give each child more individual attention.

## ENROLLMENT PROCEDURES

Enrollment and payments are completed on site at the Englewood Recreation Center. Enrollment paperwork can be located on our website [www.inglewoodco.gov/summer-camps](http://www.inglewoodco.gov/summer-camps). Enrollments must be completed for each child a minimum of 48 business hours prior to attendance. Camp registration begins in March.

Parents/Legal Guardians will be required to submit the following prior to child's attendance:

- ◇ Annual Non-refundable Registration Fee (\$10/child). Due at time of enrollment.
- ◇ A completed Summer Camp Registration Form with date of care selected and signature. Note: Space is not guaranteed until you have received a receipt for care.
- ◇ A current Child Information form, completed in full, signed.
- ◇ Immunization Records for each child.
- ◇ Physicians Statement of Health for all children 7 years and younger
- ◇ Field Trip permission form
- ◇ A current photo (headshot) of your child
- ◇ Request to Administer Medication form; if required
- ◇ Asthma Care Plan; if required
- ◇ Allergy/Anaphylaxis Action Plan; if required

Enrollment are accepted on a first-come, first-served basis. Families who attended the summer camp program one year prior will be given an early enrollment date.

A signature on the enrollment form shall be an acknowledgement that the Parent/legal Guardian has read and understood the contents of such form and has advised all other Parents/Legal Guardians who may be involved in the child's participation in the programs.

The KidConnections Program can only accept children of the ages for which it is licensed. We cannot accept more children than we are licensed for.

### Change of Enrollment Information

The Parent/Legal Guardian is responsible for informing Englewood Recreation of any changes to their account such as change of address, phone numbers, on so on. Changes to enrollment status, such as withdrawing, must be provided in writing to the Program Administrator as soon as possible.

## BILLING POLICIES & PROCEDURES

All payments are to be made in advance of the child's participation in the program.

### General Payment Policies

#### Tuition and Payments

- ◇ Parent/Legal Guardian must provide credit or debit card information at the time of registration. This payment information will be used to charge tuition according to the number of days selected at the time of registration.
- ◇ Tuition will be automatically deducted on the 20th of the month prior, when the 20th falls on a weekend the payment due date will be the Friday before.
- ◇ Parents/Guardians choosing to pay via cash or check must submit their payment 2 business days prior to the tuition due date to avoid the payment method on file to be charged.
- ◇ A 2nd Child Discount will be assessed to the tuition charges for the child in the family who attends camp least often.
- ◇ Families who hold a current City of Englewood Recreation Resident ID will receive a discounted tuition.

### Summer Camp Fees

	Fees		Resident Fees	
	Daily	Weekly	Daily	Weekly
1st Child	\$55.00	\$210.00	\$45.00	\$170.00
2nd Child	\$50.00	\$185.00	\$40.00	\$150.00

### Late Pickup Fees

A late fee will be assessed if your child is not picked up by the closure of the program. The assessed fee will be based on a \$1.00 per minute rate and the fee will be assessed to your family account and must be paid in full within 48 business hours.

If you know that you are going to be late, please notify the staff by calling the camp directly. If the program staff has had no contact with a parent or guardian when a child has not been picked up by the closure of the program, the staff will begin contacting the authorized people listed on the child Information Form to pick up your child. If no one from the list can be contacted to pick up the child, the staff will wait 1/2 hour and will then notify the Arapahoe County Human Services. Your child will be turned over to the police department at that time.

## PAYMENTS

This program does not have an hourly rate and drop-in is not permitted. All changes in reservations must be made four (4) business day prior to tuition payment and refunds will be discussed at that time. Otherwise, no refunds will be given.

## Non-Sufficient Funds Checks

Non-Sufficient Funds Checks (NSF) will result in the following: You will be notified in the mail by the Finance Department of the City of Englewood. A \$25 NSF fee must be paid at Englewood City Hall, 1000 Englewood Parkway. Expulsion of the child from the program will follow if the amount of the NSF is not reimbursed in full with a cashier's check or a money order within 24 hours of notification. All future payments to the KidConnections Program should be in the form of a cashier's check or money order.

## Late Payment Fee

If payment is not received, the child will not be permitted to attend the program until all charges are paid in full and space availability is determined. Unpaid balances will be sent to the Central Collection Service for the State of Colorado and programs offered through the recreation center will be denied until payment is received.

**NOTE:** The KidConnections Program does not send bills. If you have questions about your billing, contact your program administrator at the Englewood Recreation Center.

## Credits/Refunds

Credits will be given for the following reasons only:

- ◇ Emergency closing of a facility
- ◇ After three consecutive sick days with a doctor's
- ◇ note stating child was too ill to attend
- ◇ Death in the family

## Tax Statements

Annual tax statements will be automatically issued. If you desire a tax statement please contact the Program Administrator. We encourage you to keep all copies of your receipts for tax purposes. Our tax number is **84-6000583**.

## Withdrawal from the Program by a Participant

Complete withdrawal from the program requires advance notice from the parent/guardian to the program supervisor in person, by telephone or mail.

## SIGN IN/OUT POLICIES & PROCEDURES

The Colorado Department of Human Services regulations require a Parent/Legal Guardian to sign a child in and out of the program each day. You must accompany your child into the program and sign them in. KidConnections Staff accepts responsibility of the child upon the Parent's/Legal Guardian's signature on the daily sign-in/sign-out sheet and relinquishes responsibility when the Parent/Legal Guardian informs the KidConnections staff member that the child is leaving the program for the day and signs the child out. The sign-in/sign-out procedures are a critical component of the child's safety in our programs. Compliance is mandatory. Failure to comply with the sign-in/sign-out procedures can result in the dismissal of the child from the program.

Only those authorized adults listed on the child's Enrollment Documentation will be allowed to pick up your child. You must include at least two names. This list may be updated as needed. **All authorized adults, including Parents/Legal Guardians, should be prepared to show photo identification when picking up children.** Arrangements for alternates to pick up a child must be requested in writing by the Parent/Legal Guardian. Alternates will be required to show picture identification at the time of pick up.

In the event that a person arrives to pick up a child without proper authorization, the program staff will attempt to contact the Parent/Legal Guardian. Children will not be released to unauthorized individuals. Should the unauthorized person persist, staff will immediately notify the local authorities.

If a staff member feels that an authorized Parent/Legal Guardian picking up a child appears to be intoxicated we will suggest that the Parent/Legal Guardian call an alternate driver/taxi. If the Parent/Legal Guardian in question refuses, the child will be released and a phone call will be placed to the local authorities advising them of the situation, the driver's name, address, make of car and license plate number. In the event the authorized adult picking up the child is not the Parent/Legal Guardian, staff members may refuse release of the child and will contact the Parent/Legal Guardian for pick up.

## ILLNESS

Parents/Legal Guardians are requested to keep children at home when they show any indication of illness including cough, sore throat, vomiting, diarrhea, green discharge from nasal passages or elevated temperature. A visual check of all children will be conducted as they arrive at the program sites. Those who arrive with these symptoms, or become ill during program hours are required to be picked up by an authorized adult within 30 minutes. Parents/Legal Guardians shall be notified pursuant to the procedure set forth under medical emergencies.

For the safety and well being of all, children with a contagious virus or illness, such as strep throat, flu, or a fever, will not be allowed to return to the program without written permission from a physician, or for 24 hours after initial administration of medication. Englewood Parks and Recreation does not provide sick care for children.

## MEDICAL EMERGENCIES

In case of a medical emergency, every effort will be made to reach the parents or guardian. If all efforts to reach the parent or guardian have failed, the KidConnections Program staff will take all steps necessary to obtain care. This includes attempting to reach the parent or guardian, any of the authorized persons listed on the enrollment forms and the child's physician. If we are unable to reach the above mentioned people we may call another physician, call paramedics or emergency medical assistance, and transport the child by ambulance to the nearest hospital. A staff member will stay with the child until a parent or guardian arrives. Any expenses incurred shall be the sole responsibility of the child's parent or legal guardian.

## IMMUNIZATIONS

Immunization Records or statement of exemption to immunizations must be submitted for each child at time of enrollment and updated as immunizations are updated. The City of Englewood's KidConnections Summer Camp does allow children to attend who have not been immunized. Parents/Legal Guardians wishing to submit non-medical exemptions (religious or personal beliefs) must do so online at [www.colorado.gov/vaccineexemption](http://www.colorado.gov/vaccineexemption).

## MEDICATIONS

The City of Englewood's KidConnections Summer Camp does not employ any medical staff or provide any medication, including aspirin, non-aspirin products, antiseptic. Children requiring medication will not be permitted to begin the program without proper forms and medications. When possible, please make arrangements for the nurse at your child's school to give your child any medication.

For KidConnections staff to administer medication to your child:

- It is the responsibility of the Parent/Legal Guardian to notify staff of the need to administer medication.
- The proper Medication Administration form must be completed by an individual with prescriptive authority (Doctor, Physician's Assistant, Certified Nurse Practitioner).
- Medication Administration forms must include name of medication (if medication is generic, the forms must include the generic name), dosage, route for medication to be taken, time of administration, length of time medications can be taken and prescriptive authority signature.
- All medications must be brought in by the Parent/Legal Guardian and given directly to the designated staff and medications are to be kept in a secured, safe place in the program.
- Medications must be in the original container with directions and dosages clearly marked. Prescription medications must include the original pharmacy label including the child's name, date, name of medication and RX number. (Old medication containers may not be refilled with new medication.)
- Medications requiring measurement must be provided with an accurate measurement tool.
- Medications left with the program staff will be stored in a locked box (with the exception of emergency medications such as epi-pen or inhaler) and will be returned to the Parent/Legal Guardian as specified by the Parent/Legal Guardian.
- Staff are unable to cut pills or administer cut pills.
- Children's Programs staff will dispose of medications after the expiration date or after two weeks of a child's withdrawal from the program.

**NOTE: If a child is given Benadryl or an antihistamine for an allergic reaction, Parent/Legal Guardian is asked to monitor their child for 24 hours before returning to the program.**

## COMMUNICABLE DISEASES

Parents will be notified by posted signage if their child has been exposed. Communicable diseases are reported to Tri-County Health Department. The Health Department will determine the appropriate and necessary actions as the situation requires. KidConnections follows the Colorado Department of Public Health Guidelines for infectious diseases in child care and school age programs. The City of Englewood has the right to strengthen these guidelines as it determines necessary for the health & safety of the community.

## SUNSCREEN

Sunscreen should be applied to your child daily before they arrive. Additional sunscreen to be applied during the course of the day will be provided by KidConnections Camp and requires written authorization for application. If families would like to provide their own sunscreen please label it with your child's first and last name.

## VISITORS

KidConnections welcomes you to visit any time, provided that visitors do not disrupt or otherwise interfere with the conduct of the program(s). All visitors are required to report to the staff and sign the Visitor's Log. Visitors will be required to present picture identification at the time of sign-in and are required to sign out with the staff at the conclusion of their visit.

## CHILD ABUSE & NEGELECT

Your child's best interests, health and safety are our primary concern. As required by law, if a staff member has reasonable cause to believe that a child is being abused, neglected, or has observed the child being subjected to circumstances which could result in abuse or neglect, the staff member will immediately file a report with Arapahoe County Department of Human Services and/or a local law enforcement agency. A report demonstrates that there is a cause for concern and should not be taken as an accusation. We are not allowed to consult with the Parents/Legal Guardians first and must file a report immediately.

If you believe that your child has been physically or sexually abused, you should seek immediate assistance from your local department of Human Services. To report abuse to Arapahoe County Department of Human Services call the 24/7 hotline at 303-636-1750 or the statewide hotline at 1-844-CO-4-KIDS. Your report is anonymous and confidential.

## EMERGENCY PROCEDURES

We will notify the Englewood Rescue Squad if the accident is considered serious. If not, limited first aid will be administered. Staff will notify the Program Administrator ASAP. We will notify the parent/guardian as soon as possible. We will complete a departmental accident report. In the event that we are on a field trip, these plans shall accompany staff members. If your child needs medical treatment by a physician or other health care professional, report must be filed to Social Services within 48 hours after the accident or illness.

## ACCIDENTS/INJURIES

When accidents or injuries occur, KidConnections policy is for staff to notify the Parent/Legal Guardian and if necessary, call the physician or medical facility as indicated on the child's enrollment documentation.

## EMERGENCIES AND NATURAL DISASTERS

Camp staff have been trained to respond to emergencies and natural disasters and will take every precaution necessary to protect the children. Staff will assess the situation, activate emergency procedures and promptly notify their immediate supervisor after evaluating the following:

1. **How to provide a safe environment and how to assess the situation;**
2. **If local authorities should be notified;**
3. **Emergency transportation, if necessary.**

In the event weather conditions become severe during the course of the program, all groups will take shelter immediately. If we experience excessively hot weather children will be provided with alternative indoor activities during the duration of the extreme weather. It is our procedure to seek shelter any time thunder is heard.

## EMERGENCY DRILLS

- ◇ Fire, Tornado, Lock Down and other emergency drills will be held often enough that all participants are familiar with the drill procedure and their conduct during a drill is a matter of established routine.
- ◇ All program locations will maintain an individual written plan for managing emergencies to include an emergency evacuation plan.

## DISCIPLINE GUIDELINES

The KidConnections Program staff view discipline in a positive way. Discipline is based on the fundamental premise that all children should be treated equally and with fairness. The development of rules and expectations is vital in the application of discipline. The ultimate goal of the discipline program is for the child to demonstrate self-control and the ability to make proper decisions.

We strive to achieve a safe and healthy environment for all children, and insist on respect for all people and property. Physical punishment is not permitted by any Englewood staff member.

Sometimes if a child is having problems, it could be due to changes at home, school, or a number of other things happening in their life. If we are aware of these things, we can better understand a child and help him/her deal with feelings and emotions in a positive way, thus eliminating some potential disciplinary problems. Disciplinary action may include one or more of the following guidelines:

- ◇ **Verbal Warning:**
  - ◇ Talk to the child and offer reminders about rules.
- ◇ **Removal from Activity:** A natural consequence and loss of privilege.
- ◇ **Discussion with Parent or Guardian:**
  - ◇ Communicate concerns and outline behavior expectations.
- ◇ **Behavior Modification Plan:**
  - ◇ A signed contract outlining behavioral expectations.
- ◇ **Suspension from Program:**
  - ◇ Immediate removal of the child from the program and loss of program privileges for a specified time period with no refund.
- ◇ **Dismissal from Program:**
  - ◇ May or may not receive refund. This is determined on a case by case basis.

These mentioned guidelines are not specific to every incident. The initial steps may be bypassed depending upon the severity of the situation. Unauthorized leave (running away) from the program or possession of a weapon, fireworks, drugs or tobacco are grounds for immediate suspension from the program. We require that an authorized adult be available if it is determined that the child needs to be removed from the program.

Removal of the child from the program may be a result of an injury or illness, a behavior problem, or due to the inability of a parent to abide by the procedures set forth in this handbook. Englewood Parks and Recreation reserves the right to immediately dismiss any child without a grace period or prior notice.

## PARENT'S LIABILITY

Parents are liable for the actions of their children, including property damage, theft, and including personal injury that your child may cause to another participant or counselor in the program. In instances of property damage, a monetary amount will be assessed and payment will be expected within five (5) working days of notification.

## CODE OF CONDUCT

The following rules have been designed to provide a fun, safe environment for all children in the program. Please read these rules and share with your child.

- ◊ Children will not be allowed to show disrespect to staff or other children through actions or words. If this happens, the child will be informed immediately that this is not acceptable behavior and therefore not be tolerated.
- ◊ Abusive language, mishandling of equipment or defacing of property is not acceptable behavior.
- ◊ Children will not be allowed to be physically or verbally abusive to other children.
- ◊ Children are required to follow school and playground rules.
- ◊ Each child will help to clean up after each activity.
- ◊ If a child is caught using tobacco products, alcohol or illegal drugs, that child's parent/guardian will be contacted and required to pick-up the child wherever they are at that time.

## VAN BEHAVIOR

Please review these guidelines for van behavior with your child:

- ◊ Stay seated at all times
- ◊ Keep seat belts fastened
- ◊ Van doors will be locked
- ◊ Talk to your neighbor quietly
- ◊ Keep your hands to yourself and do not throw anything on the vans
- ◊ No eating or drinking on the vans. Keep all food and drink containers closed at all times, including gum and candy.
- ◊ Do not leave personal belongings or trash inside the vans
- ◊ Keep arms, hands, head and belongings inside the vans
- ◊ in case of emergency, follow the leader's instructions and
- ◊ listen quietly so everyone can understand what to do.

## CHILD PARTICIPATION IN ACTIVITIES

Children are encouraged to participate in all scheduled activities. However, parents may notify staff if their child should not participate in any activity. Parents must make all requests in writing prior to attendance in the program/activity. The Child Information Form may be utilized to communicate this information and parents are strongly urged to review any special requests or needs with the staff prior to leaving their child. Calendars are provided for all programs. These outline daily events, upcoming field trips, and special events.

## SCHEDULES

Weekly calendars are available the Wednesday before the following week of camp. Also check the Parent Board when you sign your child in and out daily. Please pay close attention to these as schedules do change periodically.

## LOCATION OF CHILDREN

The children will participate in a variety of activities including outdoor excursions, walking field trips and activities. All parents will be given advance notice if the children will be leaving the facility or grounds. Check your calendars. Children who arrive late on days when their group is away from the center or on a field trip will need to be taken to the field trip location by the parent or must stay with the parent that day. If a parent chooses to take their child to the field trip location, she/he must call the program administrator at 303-762-2680 to locate the group on their field trip and sign-in their child with staff upon arrival. Please watch for calendars and flyers which will give advance information about scheduled trips. To assure where your child is throughout the day, staff do periodic head counts and roll call.

## WHAT TO BRING

A sack lunch, drink, two snacks and a water bottle are needed for all summer programs. It is required by Social Services that our staff evaluate to see if the lunch your child brings contains perishable items, and if the lunch is adequate to meet 1/3 of the child's daily nutritional needs. We will provide refrigeration for potentially hazardous foods. If a child fails to bring a lunch, a meal will be provided for them. You will be notified and billed accordingly (\$5 plus price of lunch). If your child forgets a water bottle, it is \$2 per day. During our program, we will be offering many special events which will be listed on your monthly calendar. If the event requires additional money, clothing or supplies (e.g. swimming suit and towel, special supplies for a craft), we will let you know several days in advance what is needed. Please notify the staff if your child wishes to bring extra money for concessions/lunch at Pirates Cove or other field trips.

## TRANSPORTATION

Englewood provides transportation for excursions. Drivers are required to have all current licenses and certifications. Seat belts are required for any one riding in the vehicles. Vehicles are inspected prior to transport, to ensure they are in good, safe operating condition. Staff follows procedural guidelines for emergencies in the event that such a situation arises. If you need to get in touch with your child, please call the Englewood Recreation Center and they will contact a supervisor on the field trip. The child information Form contains a parental permission section for excursions and related activities away from the school. The parent/guardian must sign this form and return it to the staff before your child may participate in the field trips. All kids up to age 8 are required to use a booster seat unless they are 4'9" or weigh more than 80 lbs. We will supply booster seats. If your child requires a seat with a back, you will need to supply one.

## FIELDTRIPS AND EXCURSIONS

Children will participate in a variety of activities including outdoor activities, walking field trips and excursions. All Parents/Legal Guardians will be given advance notice if their child will be leaving the facility or grounds. Please refer to the activity calendars for information regarding when these activities take place and understand that you are giving permission for your child to participate in that activity or excursion when you sign your children up for those days. Signs/notices will be posted to give the location of the children whenever they are not located in their usual room or facility. Please watch for signs/notices and newsletters which will give advance information about scheduled trips.

Parent/Legal Guardian is required to sign the excursion roster for each excursion. A field trip permission waiver is also required for some excursions and must be on file with the Program Administrator's office prior to transport. A 1:10 Staff-to-child ratio are maintained at all times during excursions.

## HANDELING A LOST CHILD

Immediately upon notice of a lost child, staff will notify all other counselors and program administrator. Grounds will be quickly searched for the lost child. Program Administrator will call the police and inform them of the situation. In case the group is away from the site, Program Administrator will let the police know of where the group is located. Children will be questioned on the last time they saw that child. Also, other patrons in the area will be questioned when group is away from their site. Notification to parents will take place. Report will be filed and mailed to Social Services, Police and agency within 48 hours.

## PERSONAL BELONGINGS

We discourage children from bringing expensive toys or large sums of money to the program. Staff can not be responsible for loss, damage or theft of such items. PLEASE MARK ALL ITEMS THAT YOUR CHILD BRINGS WITH A BLACK PEN. The City of Englewood and KidConnections employees are not responsible for lost or stolen items. Please bring valuables at your own risk

## LOST & FOUND

The KidConnections Program has a lost and found box. Staff will remove items periodically. Please label all children's items. The recreation department cannot be responsible for lost items. Children need to be responsible for their own belongings.

## DRESS CODE

Appropriate clothing is necessary to allow children the freedom to participate in all activities. Clothes which are sturdy and washable should be worn with closed toed shoes. Weather permitting, children will participate in outdoor activities and should be dressed accordingly. Make sure to send undergarments/clothes if your child wears a swimsuit to camp on swim days.

## MOVIES

As a part of the KidConnections Program's regular activities, videos are shown. The program shows only movies which are rated G or PG. If your child wishes to bring a movie from home to share with the group, we ask that this rating policy be observed and that the movie be in its original package with the rating printed by the manufacturer. The staff cannot be responsible for lost, stolen or damaged videos children bring to the program. Please make sure that your child's name is on any videos she/he might bring to share with the group.

## PARENT COMMUNICATION

At KidConnections, we know that Parent/Legal Guardian and Staff Communication is vital. The most important communication between Parents/Legal Guardians and staff happens each day during conversations at drop-off and pick-up times. Staff will also post signs/notices on Parent/Legal Guardian tables notifying families of any new information, upcoming events, reminders that tuition and/or tuition calendar selections are due, or other useful information. Letters and e-mails from the directors to Parents/Legal Guardians are sent when needed to communicate important information.

Parents/Legal Guardians are encouraged to drop in any time to visit their child and are welcome to telephone directly to the program for information. Parents/Legal Guardians may visit or call directors to discuss their concerns. We never forget that YOU are the most important people in your child's life.

## PARENT CODE OF CONDUCT

It is the District's goal to provide participating children with a loving, nurturing and respectful environment. This is possible when Parents/Legal Guardians cooperate by also exhibiting those traits. Parents/Legal Guardians and visitors are expected to treat staff and the children with the utmost respect at all times. Intimidating, threatening or hostile behaviors, verbal threats, written threats, physical threats, physical contact, inappropriate or offensive comments to staff will not be tolerated. If any such actions occur, appropriate authorities shall be contacted immediately, and the Parent/Legal Guardian will be asked to remove their child from the program.

For further information, please see the Code of Conduct which is posted at all district facilities and on our website at [www.inglewoodco.gov](http://www.inglewoodco.gov)

## KEEP US IN THE LOOP

- ◇ Tell us about your child's strengths or talents.
- ◇ Let us know if your child needs a little extra love and support.
- ◇ Keep us up to date about any important changes so we can serve you better.
- ◇ If you do not understand our policies and procedures please ask questions and make suggestions that will help us serve you better.
- ◇ Let us know how we can help you connect with your child's experiences in the program.

## CUSTODY SITUATIONS

For all Recreation programs, it is presumed that the Parent/Legal Guardian who registers the child and submits their Signature has the legal right to enroll such child and act on his/her behalf. That presumption shall be held by staff until presented with written, legal documents to the contrary. By typing in the Signature, the Parent/Legal Guardian makes an affirmative representation to the City of his/her lawful right to enroll the child and act on his/her behalf.

Financial responsibility for the child's account will belong to the Parent/Legal Guardian who enrolls the child unless additional arrangements are made in advance.

If any custodial arrangements affect the child during his/her participation in the program(s), it is incumbent upon the enrolling Parent/Legal Guardian to inform staff of all such arrangements.

Legal documents must be provided to Youth Program Administrator's Office in the event that any changes are made to a child's legal name.

Staff is not required nor expected to inquire as to any custodial arrangements, nor to interpret the propriety of any statements made by a Parent/Legal Guardian.

Unless agreed by the enrolling Parent/Legal Guardian or ordered by a court of competent jurisdiction, information regarding the child, including but not limited to the daily activities or behaviors of that child, shall not be shared with anyone except the enrolling Parent/Legal Guardian or another authorized adult identified on the Enrollment Documentation.

A written order is required, reviewed by City's legal counsel, to deviate from the protocol set forth on this page and established by the Enrollment Documentation.

## LEGAL PROCEEDINGS

The KidConnections staff is not qualified to interpret legal documents or to render legal decisions. Any effects upon a child in a program created by any legal proceeding shall be conveyed to staff in writing, including all necessary orders from a court of competent jurisdiction. No change in presumptions or practice shall be implemented by staff until City's legal counsel has reviewed all relevant documents and advised staff as how to proceed. In the event any situation requires immediate attention, staff shall call appropriate law enforcement agencies and wait for direction from responding personnel.



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